

Purchasing Update

June 2019



Utah Division of Purchasing and General Services

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Moving Towards Strategic and Innovative Procurement

By Cherilyn Hess, State Contract Analyst

Procurement has become a key partner of every governmental agency. This can especially be seen when budget cuts require public entities to do more with less. As such, procurement professionals must become strategic partners with their public entities to meet those needs.

To be a strategic partner within our agency, we need to become more aware and predictive with our purchasing. Procurement professionals can do this by using analytical spend management tools to look at their past procurements. These tools can assist procurement to notice patterns of spend for their public entities. Procurement professionals can also review hard budgetary questions, analyze spend, and find ways to save. Questions can include: how often are we purchasing these items; are we getting the best value on our contracts compared to other states; and, what is the cost of the entire process to procure those items from beginning of the solicitation and to the end in contract management?

By providing evaluation, research, and answers, the procurement professional becomes a key partner who assists the agency to analyze, predict and establish a spend strategy which leads to more strategic and innovative procurements.

Quote Gathering

By: David Bundy, State Contract Analyst

For State executive branch agencies under the purview of State Purchasing, the quote gathering process can be a confusing topic. But fear no more, this article will dive into the frequently asked questions concerning quote gathering and dispel any concerns you might have.

First, when is quote gathering appropriate?

Typically, quotes must be gathered if the item is above the small purchase standard procurement thresholds but do not exceed \$50,000. But remember, when using the quote process you are required to pick the lowest priced item, so if you have other criteria besides costs that need to be considered, another method may be better suited. Administrative Rule R33 requires at least 2 quotes when Quotes for Small Purchase process is used. The Division of Purchasing typically defaults to gathering at least 3 quotes. More competition is better when we are trying to save tax payer dollars.

Next question, who gathers the quotes for purchases that exceed the small purchase standard procurement thresholds but do not exceed \$50,000?

The purchasing limit for an executive branch agency is \$5,000. If the total purchase is below \$5,000, then the agency can gather the quotes. If, on the other hand, the total price is above \$5,000, the Utah Division of Purchasing must gather the quotes.

Last question, what happens when I gather quotes for a purchase that exceeds my \$5,000 threshold?

Let's say you didn't know that the price would be above \$5,000 and you went out and gathered the quotes. That is fine. When you send in the RQS number and documentation to purchasingsolicitations@utah.gov, you need to include the quotes that you have already gathered. Your friendly State Purchasing Agent will contact the same vendors and will verify that they are still accurate and valid.

Quote gathering really is a simple process that can help quickly and efficiently procure items that are just above the small purchase threshold but just below other more formal solicitation processes.

For questions, please reach out to David Bundy, davidbundy@utah.gov 801-538-3131.



State Travel Contract Update

By Laurel deLagerheim, State Contract Analyst

The state cooperative contract for business travel was recently resolicited. Christopherson Business Travel (CBT) was awarded. The new contract will continue to use the number AR1459. A change to take note of, the Student Travel portion of this contract will expire on July 31, 2019 and will not be re-solicited by the State at this time.

Christopherson Business Travel has five dedicated travel agents to provide travel accommodations for State employees. CBT pays their salaries, provides all of their equipment and pays their phone bills.

Without a contracted travel agency, we would not be able to have our airline contracts with Delta, Alaska Air and Southwest. Because of our strong State Travel Management Program, the use of government contracted fares are controlled, efficient and accurate, therefore enabling the State to obtain beneficial ongoing contracts. The State also has access to negotiated rates that are only available through CBT. The State also has access to CBT's

hotel recheck program. This program alerts the travel agents 72 hours prior to the upcoming booked reservations. The agent can recheck availability and potentially obtain a lower rate. CBT is able to access our contracted rates with Enterprise, National and Hertz.

Lastly, CBT has a proprietary program called *Security Logic*. With this program, they can track all travelers for which they have booked the travel. This is very convenient for the traveler since they have a "one stop shop" that takes care of everything for them. Anytime there is a natural disaster, civil unrest or any other type of disturbance, CBT can search for travelers in that area or that may be scheduled to travel to that area and contact them. The company then assists on getting the travelers back home or reschedule/cancelling their upcoming trip.

For questions, please reach out to Laurel deLagerheim, ldelagerheim@utah.gov, 801-538-1297.



Security Windows

By Michael Glenn, State Contract Analyst

The new State Cooperative Contract for Security Windows and Film portfolio is now live. The contracts are set up to provide easier procurement for security window film products and installation. The products will mitigate broken windows and unwanted entry into facilities. By adding this portfolio to the Statewide Contract family, we have been able to utilize the buying power of all the State entities to get the best pricing possible. There are two vendors under the new contract portfolio:

MA3191 – ATEK Defense Systems

MA3192 – Window Film Depot.

These contracts are a great place to start for securing the front and sides of buildings that have easily accessible doors and windows. Any entity desiring to use these contracts can reach out to either of the vendors to begin discussing what they need.

With facility security being an ever increasing topic of discussion, it's great to know that two state cooperative contract are now available to streamline the process to stronger security.

For questions, please reach out to Michael Glenn, michaelglenn@utah.gov, 801-538-1287.



Future PEP Seminar Dates:

September 19, 2019 and December 5, 2019

Lyft Statewide Contract for On-Demand Rideshare

By Thinh Doan, State Contract Analyst

The State has awarded contract MA2938 for On-Demand Rideshare to Lyft, Inc. The contract was created to help State of Utah employees set up short commuter rides. This service will supplement the use of rental cars and traditional taxis.

The contract includes the Lyft app, a mobile-based platform for on-demand ridesharing. The app also includes a concierge enterprise platform. A third-party can book passenger pick-up and drop-off for riders that do not have smartphones. Any existing Lyft passenger with a work email address can create a business profile tab to manage payments.

Lyft offers the following ride types:

Lyft (Classic): A personal ride that lets passengers ride solo or with up to three friends.

Lyft Plus (SUV): Hails larger vehicles for when passengers need more space and seats.

Lyft Premier: Lyft Premier is a high-end ride typically

requested on business trips or a night out.

Lyft Lux: A black car luxury ride piloted by a top driver.

Lyft Lux SUV: Lyft Lux SUV is our most spacious luxury ride. Piloted by a top driver, this black car comfortably seats six passengers.

Executive Branch agencies are required to go through Fleet Operations before using this contract (contact: Eric Gardner egardner@utah.gov). Once the department has worked with Fleet Operations to set up their platform, riders can use the app. All other eligible contract users should work directly with the vendor on the Activities (attachment C of the contract) that Lyft will be partaking in.

(contact: Jeremy Neigher jneigher@lyft.com).

For questions, please reach out to Thinh Doan, tqdoan@utah.gov, 801-538-3162.

Utah Public Procurement Place Re-Branding

By Cat Turner, State Contract Analyst

The Utah Public Procurement Place [here](#) is being re-branded as the U3P - Utah Public Procurement Place. This is the same system you have generally known as SciQuest, Jaggaer, Utah Public Procurement Place, Utah Consortium, Utah SelectSite, and Utah Supplier Portal. The re-branding is an intent to consolidate, into a single name, all references to how the U3P system is identified - U3P - Utah Public Procurement Place. In the coming weeks this re-branding will be reflected on Division of Purchasing's website, training guides, and any pages or email notifications from the U3P system. You will see this re-branding on the U3P system emails, login page, and within the system itself. Please note, this re-branding does not change any vendor accounts, any sourcing events, or any system functionality. It is merely a change in the branding of the U3P system, to consolidate under a single

name. If you are a user in our Test Environment, you will have noticed this re-branding has already occurred. The U3P Admin Team (sciquestadmin@utah.gov) is here to answer any questions you might have about this re-branding.

Respectfully,
U3P Admin Team
sciquestadmin@utah.gov





Jeff Johnson

Jeff Johnson joins us from the engineering design industry where he designed custom furniture and fixtures and worked on projects like the SLC DA's office and the SLC International Airport project. He is also an Adjunct Professor at Utah Valley University where he teaches CAD classes and classes on 3D Printing/ 3D modeling. He graduated from Utah Valley University in 2017 with a BS in Technology Management and an AAS in Engineering Design. In his free time, Jeff enjoys spending time with his wife and daughter (daughter #2 arriving early September), fly fishing / fly tying, and playing pickup basketball.

jjohnson4@utah.gov, 801-538-3307



Ben Anderson

Ben Anderson has joined the Division of Purchasing as summer intern. He is a rising junior at Michigan State University (Go Green) and originally from West Michigan, with a major in Supply Chain Management and working toward a minor in IT. At MSU, Ben keeps busy serving on the executive board for both the Michigan State Supply Chain Management Association and his fraternity. Last summer, he interned with the Texas Statewide Procurement Department and hopes to use knowledge gained there to provide value in the internship to the beautiful state of Utah. In his free time, Ben enjoys running, hiking, camping, soccer, snowboarding, watching college sports and travelling. Please feel free to stop by and say hi!

banderson3@utah.gov

How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Tara Eutsler, teutsler@utah.gov.